



Scientific Advisory Board

DEPARTMENT OF THE AIR FORCE  
HEADQUARTERS OF THE AIR FORCE  
WASHINGTON DC

14 November 2002

FROM: AF/SB  
1180 Air Force Pentagon  
Washington DC 20330-1180

SUBJECT: Air Force Scientific Advisory Board (SAB) Participation

Dear Perspective Ad Hoc Advisor,

Please find referenced below the necessary forms the government requires for you to serve as an Ad Hoc Advisor. This paperwork is required for your initial appointment, with an annual renewal required thereafter.

You can right-click and download the forms from the hyperlinks below, or obtain them from the SAB website: [www.sab.hq.af.mil](http://www.sab.hq.af.mil). Most of the documents are fillable Adobe Acrobat forms (PDFs). Please send the documents denoted by an asterisk (\*) by FAX if quick processing is required, and then send originals by FEDEX (note: USPS mailed documents will be greatly delayed and likely effectively destroyed by the mail screening process). Please keep electronic and paper copies for your records.

The documents with an asterisk (\*) must be sent to the SAB before you are allowed to participate in SAB functions. After reading this document, please sign in the space provided on the last page and FAX to the SAB.

- a. Please review [Executive Order 12674](#). This Presidential Order outlines the "Principles of Ethical Conduct for Government Officers and Employees." All Ad Hoc Advisors are expected to abide by the standards set forth in this document.
- b. Please review [AFI 36-110](#). This Air Force instruction defines the activities of the SAB, and most importantly, your roles as an Ad Hoc Advisor to the Board.
- c. \*[OGE Form 450](#) – Confidential Financial Disclosure Report -- As an Ad Hoc Member you become a Government advisor and are required to complete the OGE Form 450. Our legal office (General Counsel) reviews and files this for any conflict of interests. During your service on the SAB, you are considered a special government employee and as a result, restricted from divulging any proprietary information to which you may gain access during your service.
- d. A \*[Nondisclosure Agreement](#) must be completed. This document is held on file at the SAB office.
- e. The \*[Personnel Information Form](#) is for our contact database and is used to verify your security clearance information.
- f. Please provide a copy of your biography. We attempt to post basic (non-personal) information on all advisors to the Board on our website. Please refer to online member bios at <http://www.sab.hq.af.mil/Members/index.htm> as a guide. If available, provide a picture of yourself. The picture becomes helpful if we need to arrange transportation through base protocol, and many organization you will visit want to see your bio.
- g. In order to reimburse you travel costs, you must submit a \*[Direct Deposit Form 2231](#) (one time, not required annually) to direct the gov't where to electronically deposit your travel expenses. Other than travel costs, we are currently not permitted by statute to provide compensation to our Ad Hoc members.

h. A special note for travel reimbursement: as Ad Hoc Members you are allowed to travel at the Government Travel Rate (GTR) fare. Since you probably do not have a Government Credit Card, the only way you will be able to obtain the GTR fare is through our designated government contracted travel office, Carlson Wagonlit. *We highly recommend* that you work any airline tickets through Carlson as the charge will go straight to the government for payment without charging your personal credit card. Otherwise, you will risk not being fully reimbursed for your airline fares. In addition, these fares have no restrictions on changes to the itinerary or canceling the tickets provided you fly on the contracted carrier that the Government has set up. In summary:

- ✓ Book electronic tickets through Carlson. Tell them you are an SAB Member and need to travel for an official meeting. You must use Carlson Wagonlit Travel (Group Travel Department) Washington, DC, reservations/changes (202) 882-0303 or (800) 756-6333.
- ✓ Fly the contract carrier. You can make your reservation a couple of weeks in advance. Carlson will issue the electronic ticket once we have sent them a copy of your travel orders. The office attempts to have all orders signed and to Carlson the week before you travel. If you fly non-contract carriers you'll be at risk of not being fully reimbursed for you airline fares.
- ✓ After the meeting, submit a travel voucher to us (AF/SB) using the [DD Form 1351-2](#) for regular travel and [SF 1164](#) for local travel expenses located on our website. Fax and mail the voucher and receipts for costs over \$25 to our office. Your meals are reimbursed on a per diem basis, typically \$30-\$46/day. Your travel reimbursement will be sent electronically to your checking account. We will arrange ground transportation for all meetings. Any rental cars will be at your cost.

One final note, please call me if any matter is unclear. Sometimes government legalese and our acronyms may be frustrating. Our staff is here to support your efforts and service to the United States Air Force—we'd like to make that an enjoyable experience for you—free of any bureaucratic hurdles. My numbers are (800) 762-7407 or (703) 697-4811 and FAX (800) 529-4681 or (703) 693-6262; email [charles.bowker@pentagon.af.mil](mailto:charles.bowker@pentagon.af.mil) and our website is <http://www.sab.hq.af.mil>

CHARLES D. BOWKER, Colonel, USAF  
Executive Director  
USAF Scientific Advisory Board

**I've read and understand my obligations as an Ad Hoc Advisor to the SAB.**

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Print Name

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Signature & Date